

# CONTRACTOR APPLICATION GUIDE WORKS AFFECTING THE AIRSIDE PERIMETER FENCE

## SCOPE

This application guide will assist you in preparing for works on the Airside Perimeter Fence.

## DO I NEED TO APPLY...

All works on the Airside Perimeter fence must be coordinated through Melbourne Airport's Security Manager. Any works on or adjacent to (within the security zone) the fence which affect the security provided by the fence must be undertaken in a safe and secure manner.

## ADDITIONAL PERMITS, CONDITIONS AND APPROVALS

Additional permits, conditions and approvals related to a Service Access Request are:

- [Building Activity Consent](#)
- Airport Building Controller Permit or Exemption
- [Melbourne Airport Permit to Commence Work](#)

## OVERVIEW

You must submit your complete application to the Melbourne Airport's Security Manager, not less than 10 business days prior to the proposed works start date. The Security System Administrator will start reviewing your application when all the information has been provided.

## PREPARING FOR YOUR SUBMISSION

Prior to submitting your application to work on the Airfield Perimeter Fence you must contact Melbourne Airport's Security Manager to discuss the proposed works. The Security Manager will discuss your objectives and provide advice on how to fulfil your outcomes.

## WHAT TO INCLUDE IN YOUR SUBMISSION

Please include in your submission the following:

- An executive summary of the proposed works
- Engineering drawings showing
  - Locations of proposed fence works
  - Security zones adjacent to the existing and proposed fence alignments
  - Plans showing the associated civil works to treat the airside perimeter road, drainage, ect..
  - Plans and details of all conduits, cable trays and wire-ways for electrical and communications wiring
  - Typical details for the fence and any associated works
- Technical Specification
- A program of works
- A Method of Works Plan to detail how the perimeter will be kept secure during the construction activities

## DECISION ON THE SUBMISSION

When all the requested information has been received, the Melbourne Airport's Security Manager will determine if the application should be approved, or if amendments to the application are required. Considerations of the application shall include:

- Compliance with the relevant technical standards and Melbourne Airport's Transport Security Plan
- Relevant State and Federal Legislation
- Impact on security
- Impact on safety
- Proposed mitigation activities

## CONTACT US

For any queries, please call the Security Coordinator on +61 3 9297 1540. If you have been issued a MA Job Reference Number, for the works about which you are inquiring. Don't forget to quote it to assist in your enquiry.